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Rec Adm. Staff

Meetings

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, D.C. 20408

December 29, 1965

MEMORANDUM

TO: ALL RECORDS MANAGEMENT LIAISON OFFICERS

The Federal Supply Service and The National Archives and Records Service are in agreement that too many different styles of file folders are carried in the GSA Stores Stock Catalog. This project is an attempt to reduce these types to the economical minimum needed to maintain the Government's records. Ten drawer-type and eight shelf-type folders should be sufficient to meet most agencies' needs. Other special folders would be procured through the GSA Supply Schedule system. Substantial savings to the Government would result from such standardization and simplification.

Attached is a set of the proposed standards. Please note that folders will be available in four weights. The lightest (9.5 manila) would be available only for drawer files and without built-in fasteners. The medium weight (11 point Kraft) would be available both for drawer and shelf files and with and without built-in fasteners. The heavy weight folders (18 point Kraft and Pressboard) would also be available both for drawer and shelf files but would only be available with built-in fasteners since folders of these weights and prices are intended for case files and long-lived files having very active usage.

Please review these standards and discuss them with your agency's Technical Representative to GSA. A meeting is scheduled for January 17, 1966 at 1:30 P.M. in Room 105, National Archives Building to discuss the proposed standards and answer any questions about them. In the meantime, please refer any questions you may have about this project to Murray A. Haber, NARS Technical Assistance Division, Code 13, ext. 24426.

for *C. L. Guthrie*
Everett O. Alldredge
Assistant Archivist for
Records Management